

SECTION 8 WELFARE TO WORK TENANT BASED ASSISTANCE PROGRAM

CONTRACT OF PARTICIPATION

This contract of participation for the Section 8 Welfare to Work Tenant Based Assistance Program is between:

_____ (PHA)

_____ (Sponsoring Agency)

_____ (Adult members of the Welfare to Work
participating family that are not exempted)

PURPOSE OF THE CONTRACT: The purpose of this contract is to state the responsibilities of the participating family, the PHA, and the sponsoring agency.

TERM OF THE CONTRACT: The Contract shall be effective on _____ and shall extend for a two (2) year period from the effective date. The contract can be extended by the parties.

RESPONSIBILITIES: The responsibilities of the parties related to this contract are:

PHA: Conduct all activities related to the Section 8 Tenant Based Assistance Program Housing Voucher which includes but is not limited to conducting HQS inspections of the dwelling unit, verifying income and other requirements for family participation and sending housing assistance payments to the owner on behalf of the family.

Sponsoring Agency: Prepare and execute with the family a self-sufficiency action plan (defined below) describing the goals and steps necessary for the family to attain self-sufficiency. The sponsoring agency agrees to amend the plan with the family as necessary and will monitor the plan for family compliance. The sponsoring agency will provide the services, referrals, and guidance to the family as described in the plan, and refer the family to another appropriate agency for supplemental action planning if necessary. The sponsoring agency shall recommend termination of this contract for family non-compliance.

Participating family: All adult members of the household (unless exempted) shall participate in the self-sufficiency action plan including any adult members added to the household after the plan is signed. The family must comply with the plan and meet all goals described in the action plan. The family must meet the definition of employment, job retention/wage progression and reemployment, and voucher portability rules (all defined below) in order to retain housing voucher assistance.

DEFINITIONS: for the purposes of this program, the following definitions shall apply:

Action Plan Elements: The action plan describes the goals, actions, services and timelines necessary for the family to achieve self-sufficiency. The plan is appended to and made part of this contract. At a minimum, each action plan shall include the following:

- Participant's name, address, and phone number
- Participant's goals, including:
 - a) employment,
 - b) job retention, and
 - c) wage progression.
- Steps toward the above goals (How is the participant going to reach the goals?)
- Services to be provided by the agency which will help the participant reach the goals set
- Participant and staff signatures (When two (2) or more adults in the household, all need to sign)

Action Plan Goals: In order for the participating family to retain housing voucher assistance, the following conditions related to employment must be met:

- **Employment:** The participant must be working at least 20 hours a week within 6 months from the date of the referral to the Housing Authority. Two parent households ("parent" includes individuals who are "partnering" with the head of household) must be working a minimum of 55 hours a week. An exception by the sponsoring agency may be made for work study students who are required to work a minimum of 16 hours a week.

Wages from employment must be no less than minimum wage. For those who are self-employed, income minus expenses of doing business must equal minimum wage.

- **Job Retention/Wage Progression:** The participant must be working at least 35 hours per week within one year from the date the family is housed under this program. In two parent households (see above definition), one parent must be working 35 hours a week, with both parents together working a minimum of 55 hours a week..

Measures of wage progression include:

- a) increase in wages
- b) obtaining benefits
- c) company provides/pays for increased training
- d) advancement/increased job knowledge or skill level
- e) positive performance evaluation by employer.

- **Re-employment:** Individuals who lose their jobs must actively search for work and become re-employed within 90 days after leaving their job.

Exceptions to the above standards must be approved by an agency supervisor.

- **Exempted Household Member:** Household members over 18 must participate in the self-sufficiency Action Plan unless exempted in writing by the sponsoring agency. Example of acceptable exemptions include elderly adults or a person with a disability that prohibits work. In any event, at least one adult must participate in the Action Plan. The following adult(s) are exempted from participation in the Action Plan for the reason and length of time stated below:

- **Voucher Portability:** Participating families may not exercise portability outside the PHA jurisdiction for the first year of participation. Portability may only be exercised after the first year if consistent with the self-sufficiency action plan, as determined by the sponsoring agency.

TERMINATION OF CONTRACT OF PARTICIPATION: Termination of this Contract shall be grounds for termination of the Housing Choice Voucher. Contract termination may occur as follows:

- The PHA may terminate the Contract for violations by the family of it's obligations under the housing voucher.
- The Sponsoring Agency and/or PHA may terminate this Contract for failure by the family to fulfill its obligations under the self-sufficiency Action Plan.
- The family may terminate this Contract at any time, but shall also forfeit the housing voucher at the same time.

Termination by the Sponsoring Agency or by the PHA shall be in writing, shall state the grounds for the termination in sufficient detail for the Family to prepare a response, and shall advise the Family of its right to appeal the action in accordance with the PHA's informal hearing process. If the PHA also terminates the Family's participation in the Housing Choice Voucher Program, the PHA may combine any requested informal hearing for termination of this Contract with the informal hearing, if requested, contesting the termination of participation in the Voucher Program.

SIGNATURES:

Family:

Date:

Sponsoring Agency

PHA
